

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

MUNICIPALITY OF MAYAGUEZ

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD
50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS
LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Municipality of Mayaguez

PHA Number: RQ009

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)
 - Municipal Public Library

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

_____ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing

Objectives:

☒ Apply for additional rental vouchers: Apply for an additional 100 vouchers

_____ Reduce public housing vacancies:

_____ Leverage private or other public funds to create additional housing opportunities:

_____ Acquire or build units or developments

_____ Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

_____ Improve public housing management: (PHAS score)

☒ Improve voucher management: (SEMAP score) 90 Points

☒ Increase customer satisfaction: Conduct 2 annual meetings with tenants and 2 annual meetings with landlords.

- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling: Conduct 1 annual orientation meeting with tenants.
- X Conduct outreach efforts to potential voucher landlords Conduct 1 annual orientation meeting with potential landlords. Publish notice to prospective landlords in general circulation newspapers.
- X Increase voucher payment standards: conduct a rent market study in different areas of the Municipality
- ☐ Implement voucher home ownership program:
- ☐ Implement public housing or other home ownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)
- Implement measures to deconcentrate poverty by bringing 7 Section 8 households into higher income areas annually.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- _____ Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability: Make alliances with public and private organizations to provide supportive educational services to tenants.
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities. Make alliances with public and private organizations to provide supportive educational services to tenants.
- _____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: Publish notices indicating that housing vouchers are available regardless of race, color, religion, national origin, sex, familial status and disability.
- _____ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- _____ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- X Other: (list below) Conduct 1 annual orientation meeting with applicants, tenants and landlords.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Municipality of Mayagüez is located in the west of Puerto Rico. The region occupies about 77 square miles with a population of 100,371 according to the 1990 Census. The Puerto Rico Planning Board estimated a population of 103,382 for 1995.

Mayagüez is the principal City of the Metropolitan Statistical Area (MSA) being also the larger urban center of the Puerto Rican west coast.

The per capita income reported in the 1990 census was \$4,380.00 while the median income was of \$9,574.00.

For 1990 the Mayagüez labor force was near 34,549 persons, with an unemployment rate of 20.1%. The available information reveals that approximately 62% of the residents had incomes under the poverty level.

For 1993 approximately 83% of the families living in the City had a low and moderate income classification.

Households growth during the ten year period from 1980 to 1990, showed an increase of 7%, 23,253 in 1980 to 24,955 in 1990. An estimated 62% of the households (15,472) below the poverty level in 1990 and about 40% (14,379) of the 35,948 housing units of the city were considered deteriorated and/or below an adequate level of habitability based on criteria established by the standards of minimum Housing Quality (HQS) applicable under the subsidized rent program (Section 8).

This produced a meaningful impact in terms of housing demand in Mayagüez, particularly

for appropriate housings.

One of the most important activities implemented in the Municipality of Mayagüez in the housing area is Rental Assistance.

The Section 8 Program has been administered since it's beginnings by the Department of Housing of the Municipality of Mayagüez, with the purpose of providing rent subsidies to low and very low income families, thus helping these families to have access to decent, secure and sanitary dwellings.

Currently the Municipality assists about 832 families that are participants of the Section 8 Program. To assist the families that are in the program waiting list the Municipality has only the Certificates or Vouchers of the families that renounce to the Program and of families that are dropped from the program due to non-compliance with the Section 8 laws or rules.

For fiscal year 2001-2002 the Municipality of Mayagüez will have a budget of \$3,531,801 to help participant families. These funds will come from the Department of Housing and Urban Development (HUD) under the Section 8 Program.

The Municipality of Mayagüez designated the Department of Housing and Federal Programs with the task of preparing, directing, coordinating and submitting the, Annual Plan for the Fiscal Year 2001-2002.

As part of the Five Year Plan (Section 8 Program-HUD) and of the Consolidated Plan (CPD Division - HUD) preparation process, we evaluated the families that are on the Section 8 waiting list and we revised the current Consolidated Plan we found that among the most urgent needs in our jurisdiction are the following:

- Shortage of affordable housing for the most eligible groups
- A greater need for affordable housing among families with very low and low incomes

To work with these needs the Municipality of Mayagüez will make all the necessary efforts to maximize the amount of affordable housing available to these families.

For these identified group the Municipality has planned a series o seminars aimed at informing about the Section 8 Program, and other real alternatives in housing and services that some non-profit organizations provide for groups with special needs.

The Municipality also wants to increase the awareness among the applicants, participants, renters and potential renters about the laws that protect the participants and the opportunities that give mobility to assisted families in high poverty residential areas. This will help to improve the quality of life of the families that participate in the program. This will also help these individuals and families increase their self esteem and broaden the educational, employment, and other social opportunities available to them.

The Municipality of Mayagüez not only has the goal of continuing and increasing affordable housing opportunities, but it also wants to coordinate with other public and private organizations so that these can provide other necessary supportive services to improve the lives of families at or below the poverty level.

This Annual Plan also presents the policies of the Municipality of Mayagüez as administrator of Section 8 funds, such as:

- Eligibility, selection and admission
- Rent determination
- Operation, administration and others

This document was available to all persons without distinction and the citizens had also the opportunity to comment. Another series of supportive documents were available that aided in the comprehension of the Plan and the regulations of the Section 8 Program.

In this document we shall present the achievements obtained during fiscal year 2000-2001.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
NA	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
NA	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
NA	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

Applicable & On Display	Supporting Document	Applicable Plan Component
NA	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Over all	Afford- ability	Supply	Quality	Accessi- bility	Size	Location
Income <= 30% of AMI	4,807	5	5	4	5	3	4
Income >30% but <=50% of AMI	NA	NA	NA	NA	NA	NA	NA
Income >50% but <80% of AMI	3,605	3	3	3	3	3	2
Elderly	1,442	5	4	4	5	4	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity	NA	NA	NA	NA	NA	NA	NA

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 2000

☒ U.S. Census data: the Comprehensive Housing Afford ability Strategy
("CHAS") data set

☐ American Housing Survey data

Indicate year:

☐ Other housing market study

Indicate year:

☐ Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	401		65
Extremely low income <=30% AMI	247	61	
Very low income (>30% but <=50% AMI)	111	28	
Low income (>50% but <80% AMI)	43	11	
Families with children	353	88	
Elderly families	32	8	
Families with Disabilities	16	4	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			

5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes X

If yes:

B. How long has it been closed (# of months)? 82 months

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The Municipality of Mayaguez will improve the occupation percentage to near 100% to attend the housing needs of families in the waiting list.

We will conduct a rent market study in different areas of the municipality to try to increase fair market rents and payment standards.

These proposed strategies will improve the issuing of vouchers, decrease time to find and lease a housing unit.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction: Families are facing difficulties in finding affordable housing units in some areas of Mayaguez due to low FMR. A rent market study will be conducted to identify those areas and the results will be submitted to HUD for evaluation; requesting an increase in the FMR of the area.
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required. The Municipality will assist the families in the waiting list identifying housing units based on their size of the home needed.
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty

concentration: The Municipality will publish notices inviting owners to participate in the section 8 Program. An annual orientation meeting will be conducted to potential landlords.

_____ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies: Participate in the preparation of the Consolidated Plan for Housing and Community Development.

_____ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

☒ Apply for additional section 8 units should they become available: The Municipality will submit to HUD a proposal for additional vouchers.

_____ Leverage affordable housing resources in the community through the creation of mixed - finance housing

_____ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

_____ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

_____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

_____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

_____ Employ admissions preferences aimed at families with economic hardships

_____ Adopt rent policies to support and encourage work

☒ Other: (list below) Apply for additional vouchers targeted to these family type.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

_____ Employ admissions preferences aimed at families who are working

_____ Adopt rent policies to support and encourage work

☒ Other: (list below) Apply for additional vouchers targeted to these family type.

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) To continue to give preference to this type of family.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below) To continue to give preference to this type of family.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the

- community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,531,801	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$3,531,801	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ___ When families are within a certain number of being offered a unit: (state number)
- ___ When families are within a certain time of being offered a unit: (state time)
- ___ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ___ Criminal or Drug-related activity
- ___ Rental history
- ___ Housekeeping
- ___ Other (describe)

- c. ____ Yes ____ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ____ Yes ____ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ____ Yes ____ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ____ Community-wide list
- ____ Sub-jurisdictional lists
- ____ Site-based waiting lists
- ____ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ____ PHA main administrative office
- ____ PHA development site management office
- ____ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ____ Yes ____ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ____ Yes ____ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ____ PHA main administrative office
- ____ All PHA development management offices
- ____ Management offices at developments with site-based waiting lists
- ____ At the development to which they would like to apply
- ____ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

a. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing

- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ☐ Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- _____ The PHA applies preferences within income tiers
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- _____ The PHA-resident lease
_____ The PHA's Admissions and (Continued) Occupancy policy
_____ PHA briefing seminars or written materials
_____ Other source (list)

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- _____ At an annual reexamination and lease renewal
_____ Any time family composition changes
_____ At family request for revision
_____ Other (list)

(6) Deconcentration and Income Mixing - See Attachment #3

- a. _____ Yes _____ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- b. _____ Yes _____ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

- c. If the answer to b was yes, what changes were adopted? (select all that apply)

- _____ Adoption of site-based waiting lists
_____ If selected, list targeted developments below:

_____ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

_____ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

_____ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law

enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Criminal or drug-related activity

☒ Other (describe below) 1- Family address

2- Name and address of the family's old landlord that the agency knows of

3- Family group members, social, legal rent payment and utilities information.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1-The participants demonstrate that they have sought housing, that they have been referred to compliance inspection with HQS, but that the housing has not passed the inspection and cannot be rented.

2-The participants demonstrate having some reason or justifiable impediment to find housing in a more active manner.

(4) Admissions Preferences

a. Income targeting

 Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. X Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 X Victims of domestic violence
 Substandard housing
 X Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

 Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 X Other preference(s) (list below)
1-Elderlies
2-Handicapped persons
3-Elderlies and Handicapped persons
4-Involuntary Displacement (Disaster government action, action of housing owner but not due to lack of rent payment)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

 1 Date and Time

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ 1 Victims of domestic violence
- ☐ Substandard housing
- ☒ 2 Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ X Other preference(s) (list below)
- 1 Involuntary Displacement (Disaster government action, action of housing owner but not due to lack of rent payment)
- 2 Victims of domestic violence
- 3 Elderlies and handicapped persons
- 4 Handicapped persons
- 5 Elderlies

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ X Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing

eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐

No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ____ Yes ____ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

____ For the earned income of a previously unemployed household member

____ For increases in earned income

____ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

____ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

____ For household heads

____ For other family members

____ For transportation expenses

____ For the non-reimbursed medical expenses of non-disabled or non-elderly families

____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

____ Yes for all developments

____ Yes but only for some developments

____ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

____ For all developments

____ For all general occupancy developments (not elderly or disabled or elderly only)

____ For specified general occupancy developments

____ For certain parts of developments; e.g., the high-rise portion

____ For certain size units; e.g., larger bedroom sizes

_____ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- _____ Market comparability study
- _____ Fair market rents (FMR)
- _____ 95th percentile rents
- _____ 75 percent of operating costs
- _____ 100 percent of operating costs for general occupancy (family) developments
- _____ Operating costs plus debt service
- _____ The "rental value" of the unit
- _____ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- _____ Never
- _____ At family option
- _____ Any time the family experiences an income increase
- _____ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- _____ Other (list below)

g. _____ Yes _____ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- _____ The section 8 rent reasonableness study of comparable housing
- _____ Survey of rents listed in local newspaper
- _____ Survey of similar unassisted units in the neighborhood
- _____ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

_____ \$0
_____ X \$1-\$25
_____ \$26-\$50

b. _____ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

X An organization chart showing the PHA's management structure and organization is attached.
_____ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

_. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	813	81
Section 8 Certificates	8	8
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Administrative Plan

24 CFR Part 982

24 CFR Part 888

24 CFR Part 8 and 24 CFR Part 14

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ____ Yes ____ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ____ PHA main administrative office
- ____ PHA development management offices
- ____ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ____ Yes X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

X PHA main administrative office
____ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

____ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ____ Yes ____ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

____ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

____ Yes ____ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

____ Revitalization Plan under development

____ Revitalization Plan submitted, pending approval

____ Revitalization Plan approved

____ Activities pursuant to an approved Revitalization Plan underway

____ Yes ____ No: ____ c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

____ Yes ____ No: ____ d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

____ Yes ____ No: ____ e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ____ Yes ____ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

____ Yes ____ No: **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table?** (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: ____ Demolition ____ Disposition
3. Application status (select one) ____ Approved ____ Submitted, pending approval ____ Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) ____ Part of the development ____ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

1. ☐ Yes ☐ No: **Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)**

2. Activity Description

- ☐ Yes ☐ No: **Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.**

<u>Designation of Public Housing Activity Description</u>
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If

“No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- _____ Public housing rent determination policies
- _____ Public housing admissions policies
- _____ Section 8 admissions policies
- _____ Preference in admission to section 8 for certain public housing families
- _____ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- _____ Preference/eligibility for public housing homeownership option participation
- _____ Preference/eligibility for section 8 homeownership option participation
- X Other policies (list below)
Local Preferences

b. Economic and Social self-sufficiency programs

X Yes _____ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<u>Family Self-Sufficiency</u>	<u>25</u>	<u>At random</u>	<u>PHA main office</u>	<u>Section 8 Participants</u>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/02/00)
Public Housing		
Section 8	<u>25</u>	<u>1</u>

b. ____ Yes X No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

- 1-Provide information to the participants about the FSS Program.
- 2-Select possible candidates
- 3-Counsel possible candidates
- 4-Follow-up the participants of the FSS Program and potential participants

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ____ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ____ Informing residents of new policy on admission and reexamination
- ____ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ____ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ____ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ____ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)
 - ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☐ Residents fearful for their safety and/or the safety of their children
 - ☐ Observed lower-level crime, vandalism and/or graffiti
 - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - ☐ Other (describe below)
2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).
 - ☐ Safety and security survey of residents
 - ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
 - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - ☐ Resident reports
 - ☐ PHA employee reports
 - ☐ Police reports
 - ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
 - ☐ Other (describe below)
3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
(select all that apply)
 - ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - ☐ Crime Prevention Through Environmental Design
 - ☐ Activities targeted to at-risk youth, adults, or seniors
 - ☐ Volunteer Resident Patrol/Block Watchers Program

_____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- _____ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- _____ Police provide crime data to housing authority staff for analysis and action
- _____ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- _____ Police regularly testify in and otherwise support eviction cases
- _____ Police regularly meet with the PHA management and residents
- _____ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- _____ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

_____ Yes _____ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

_____ Yes _____ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

_____ Yes _____ No: This PHDEP Plan is an Attachment. (Attachment Filename:)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X Yes _____ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?

(If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remaining? 3
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
During fiscal year 2001-2002
(July 1, 2001 to December 31, 2001).

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
- ☐ List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)
- c. Eligible voters: (select all that apply)
- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) Municipality of Mayagüez
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- _____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The coordinated strategy described in the Consolidated Plan was developed to achieve the following goals mainly for very low, low and moderate income families:

- * Provide decent housing
- * Create appropriate environments
- * Expand economic opportunities

The goals established in the Consolidated Plan are practically the same as the goals established in the Five Year Plan of the Section 8 Program and HUD. We will combine the resources of the Programs of the CPD Division and Section 8 Divisions, both HUD Programs, and other local and state resources effectively to achieve the goal of the PHA and serve the families in need within the jurisdiction.

Funds will be programmed to provide accessible housing. Tenants, renters, homeowners and applicants to the different federal programs will be informed so that they can have a complete knowledge of procedures and federal requirements for each program as well as their rights.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation	

Annual Statement Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name	General Description of Major Work Categories	Development Account	Total Estimated

--	--	--	--

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

Attachment 3

Component 3, (6) Deconcentration and Income Mixing

- a. _____ Yes X No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

Attachment 2

Substantial deviation of Annual Plans from the Five Year Plan.

The following will constitute a deviation of Annual Plan from the Five Year Plan

- * A change in the assignment or distribution method for the allocation of Section 8 funds
- * The addition or elimination of one or more of the PHA's objectives
- * A proposed activity is not consistent with the Five Year Plan Mission

Significant Amendment or modification of the Annual Plan

Changes to rent, eligibility, selection, admission policies, organization of the waiting list or the preferences established in the Annual Plan will constitute a significant amendment or modification of said Plan.

Attachment 4

Accomplishments - Municipality of Mayagüez Annual Plan for Fiscal Year 2000-2001

The Municipality of Mayagüez designated the Department of Housing and Federal Programs with the task of preparing, directing, coordinating and submitting the Five Year Plan, fiscal years 2000-2001 to 2004-2005 and the Annual Plan for fiscal year 2000-2001.

As part of the Five Year Plan and of the Consolidated Plan preparation process the Municipal Government evaluated the families that are on the Section 8 waiting list and revised the current Consolidated Plan. We found that among the most urgent needs in our jurisdiction are the following:

- y Shortage of affordable housing for the most eligible groups
- y a greater need for affordable housing among very low and low income

To work with these needs the Municipality made efforts to maximize the amount of affordable housing available to these families.

For these identified groups we planned some seminars and meetings aimed at informing about the Section 8 Program.

During the reported fiscal year a seminar for Realtors from the southwestern part of the Island was held at the Municipality. Among the speakers we had the Consultant, Angel Meléndez who presented information about the Section 8 program. The Section 8 Program was marketed to the Realtors which as a group has access to potential landlords.

Three (3) meetings with current municipal Section 8 landlords have been completed. Two (2) of these meetings were with a group called the “Alianza de Arrendadores de Puerto Rico”, Southwestern Chapter and a third meeting was with the landlords of the housing project at “Río Cristal” Sector of the City of Mayagüez.

The purpose of these meetings was to present the concerns that the landlords have and share information and clarify doubts about the administrative processes of the Section 8 Program.

In conformity with the Annual Plan for Fiscal Year 2000-2001 we also met with the program tenants which were participants of the Moderate Rehabilitation Program and whose contracts had expired. These participants received vouchers and were informed of the benefits, responsibilities, processes and procedures for the rent, inspection, contracting, etc..., of a house under the provisions of the Section 8 Program.

During this year we continued to provide preferred status to the following types of families on the

waiting list:

- * Elderly persons and Handicapped persons
- * Involuntary Displacement
- * Victims of Domestic Violence
- * Handicapped Persons
- * Homeless Persons
- * Elderly Persons

The Municipality also submitted to HUD a proposal for additional vouchers as part of the strategy to increase the number of affordable housing units. This proposal was not approved because the municipal government under the Section 8 Program had three (3) findings that are pending as the result of a Single Audit for fiscal year 1999-2000.

During fiscal year 2001-2002 we will work to correct these findings and once we get clearance from HUD we will be able to request additional vouchers when these become available.

We participated in the Consolidated Plan development process to ensure coordination with broader community strategies.

All the actions completed during fiscal year 2000-2001 were addressed to achieve the mission of the Municipality of Mayagüez stated in the Five Year Plan to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Attachment 7 Summary of Comments Received

The Municipal Administration of Mayaguez through the Department of Housing and Federal Programs received comments about the Annual Plan for the Section 8 Program for fiscal year 2001-2002, which we describe as follows:

1. There is an interest in obtaining a greater knowledge of the rules, regulations and administrative procedures for the Section 8 Program.
2. Requests for information about alternatives for the acquisition of low cost housing.
3. Recommended that for the next fiscal year the Annual Plan be written in Spanish.
4. Notes thanking for the housing aid given were received.

They were informed that the Municipality has planned some seminars aimed at informing about Section 8 Program and alternatives of housing and supportive services.

About the third comment we can indicate that we provided support and we translated to Spanish those areas of the Annual Plan that they did not understand and they were told that for the next fiscal year the Annual Plan will be written in English and Spanish.

All the comments received were considered but it was determined that no changes to the Annual Plan were needed.

Attachment 8 Description of the Municipality of Mayaguez Implementation of Community Service Requirements

During fiscal year 2001-2002 community service activities will be developed by the Municipality of Mayaguez as PHA, in conformity with Section 8 program regulations.

Through the development and implementation of a well coordinated plan, we aim to combat many problems of poverty and dependency using strategies that will focus on work preparation and personal values development. Community agencies both public and private will be approach and encourage to participate with the Municipality in those challenging and rewarding activities.

The following is a brief description of how the Municipality of Mayaguez will comply with the community service requirements:

1. The initial activities that address the implementation of the community service requirements will be coordinated by the Director of the Department of Housing and Federal Programs of the Municipality.
2. A Community Services Coordinator will be designated that will supervise and structure the related programmatic activities under the overall supervision of the Director.
3. A Community Service Committee will be formed that will be integrated by representatives of public and private organizations. This committee will have different functions and among these will be to determine which family members are subject to or exempt from the service requirements. It will complete the process for determining any changes to exempt or non-exempt status of family members.
4. Once it is determined which family members are subject to the service requirements, the Program Coordinator will give the family a written description of the service requirement, and of the process for claiming status as an exempt person and for the Municipality's verification of such status.
5. The Coordinator will notify the family of its determination by identifying the family members who are subject to the service requirement and the family members who are exempt persons.
6. The Coordinator will review family compliance with service requirements and will verify such compliance annually; thirty (30) days before the end of the twelve (12) month lease term.

7. The Coordinator will retain all documentation of service requirement performance or exemption in participant files.

The Municipality of Mayaguez will comply with non-discrimination and equal opportunity requirements

**Attachment 9 Resident Membership of the Municipality of Mayaguez
Governing Board**

The Municipality of Mayaguez as (PHA)Public Housing Authority has not established the Board of Directors or Similar Governing Body and it is our understanding that we do not require the formation of one of these groups because our Mayor , Jose Guillermo Rodriguez, is the municipal executive that administers the Section 8 Tenant Assistance Program thus complying with all the responsibilities and obligations that this represents, according with HUD laws and regulations.

The Public Housing Agency Organization: Required Resident Membership on Board of Directors or Similar Governing Body Final Regulation; October 21,1999 does not apply to the Municipality of Mayaguez.

Attachment 10 Membership of the Resident Advisory Board

The Municipality of Mayaguez as administrator of the Section 8 Tenant-based Assistance Program during fiscal year 2000-2001 completed the procedure to designate a Resident Advisory Board in accordance with Section 511 of the United States Housing Act of the United States and regulations found at 24 CFR Part 903.

Each family that participates in the Section 8 Program had the opportunity to learn about and become a part of the RAB, as well as holding the election at the Municipal Cultural Center of Mayaguez.

The RAB was established and represented the assisted families under the Section 8 Program in the process of revision of the Section 8 Program Annual Plan for fiscal year 2001-2002.

In the next two pages of this attachment we include the names, directions and phone numbers of the members of the RAB that was established at the Municipality of Mayaguez.

For the Annual Plan, fiscal year 2001-2002 the RAB submitted the following comments and/or recommendations:

1. They approved the contents of the Annual Plan and understood that the Plan describes the needs of the Municipality. They enjoyed this type of communication because they had the opportunity to learn about the federal government.
2. They recommended that assisted families should be motivated so that a greater amount of participants of the Section 8 Program attend the meetings and participate in the preparation of the Annual Plan and provide recommendations and suggestions about the Plan.
3. They suggested that participants be informed about different issues such as alternatives for the acquisition of low cost housing, unemployment, incentives to work aimed at ending dependence, child abuse, domestic violence and drugs.
4. The participants mentioned that the Municipal Government should, in the future, construct buildings to be occupied by participants of the Section 8 Program and by families that live in urban homes.
5. They want meetings in which they can learn more about the Section 8 Program and better understand the benefits to which they are entitled under the Program.

All the comments received were considered but it was determined that no changes to the

Annual Plan were needed.

**RESIDENT ADVISORY BOARD
MUNICIPALITY OF MAYAGUEZ**

PRESIDENT:

Mr. Jesús R. Matos Viera
314 Vista Alegre
Broadway
Mayagüez, PR 00680
Te. 831-8456

VICE-PRESIDENT:

Mr. Víctor Vélez Pabón
Urb. Guanajibo Homes 535
BLVD-A-5 Guanajibo
Mayagüez, PR 00680
Tel. 832-6587

SECRETARY:

Mrs. Rosa I. Arroyo Rivera
57 Dr. orsini
Colombia
Mayagüez, PR 00680
Tel. no

VOWELS:

1. Mrs. Gloria E. Baéz Pérez
Río Cristal
9014 Balbino Trinta
Mayagüez, PR 00680
Tel. 834-8678; 226-4240
2. Mrs. Rosa Hernández de Crespo
180 Buena Vista, Apt. 1A
Mayagüez, PR 00680
Tel. no

3. Mrs. Mariela Delgado
727 Augusto Perea
Urb. Guanajibo Homes
Mayagüez, PR 00680
Tel. 265-1217
1. Mrs. Sonia Méndez Aviléz
87 Balboa
Mayagüez, PR 00680
Tel. 833-2933
2. Mrs. Milagros Colón Martínez
105 Juan Marín, Apt. 2-A
Mayagüez, PR 00680
Tel. 833-6529
3. Mrs. Luz M. Chaulisant
72 San Jurjo, Paris
Mayagüez, PR 00680
Tel. 833-3991
Work: 834-3330
7. Mr. Rafael Ithier
62 Liceo, Apt. 2
Mayagüez, PR 00680
Tel. 832-1538
8. Mrs. Nilda H. Costacamps
78 Vadi
Mayagüez, PR 00680
Tel. 554-0339
9. Mrs. Aurea Aviles Rivera
207 Dr. Perea
París
Mayagüez, PR 00680
Tel. 831-8076
10. Mr. Alfonso Tubens Santiago
272 José Ramírez
Mayagüez, PR 00680
Tel. 805-1261
11. Mrs. Luz Esther Pérez Morán
139 Vadi
Mayagüez, PR 00680

- Tel. 834-5897
12. Mrs. Idasel Montalvo Caceres
5189 Roberto Cole
Urb. Río Cristal
Mayagüez, PR 00680
Tel. no
 13. Mr. Cristobal Pérez
Carr. PR 351, Km. 4.0
Río Cañas Abajo
Mayagüez, PR 00680
Tel. 834-0887
 14. Mrs. Mabel Noguerras Rodríguez
C-19 Yagrumo
Urb. Pura Brisa
Mayagüez, PR 00680
Tel. 831-0537
 15. Mrs. Santa Martel Valentín
200 Méndez Vigo, apt. 2b
Mayagüez, PR 00680
Tel. 805-3479
 16. Mrs. Miriam Campos Rivera
200 Méndez Vigo, apt. 2d
Mayagüez, PR 00680
Tel. 805-3479
 17. Mrs. Rosa Vélez Porres
151 Carmelo Martínez
Mayagüez, PR 00680
Tel. 832-1514
 18. Mr. Luis A. Santiago Derieux
111 San Rafael, Salud
Mayagüez, PR 00680
Tel. no
 19. Mrs. Blanca Santiago Rodríguez
215 b Celestino Rodríguez
Río Hondo

Mayagüez, PR 00680
Tel. 831-3123

20. Mrs. Zoraida López Román
130 Giralda, Urb. Sultana
Mayagüez, PR 00680
Tel. 832-2453
21. Mrs. Eilyn Rodríguez Feliciano
210 Fortunet
Buena Vista
Mayagüez, PR 00680
Tel. no
22. Mrs. Yamillette Ramos Nieves
3 - B - 22 Urb. Colinas del Oeste
Hormigueros P. R.
Tel. 383-0692
23. Mrs. Antonia Ramírez Adrover
64 Simón Carlo, apt. 2
Dulces Labios
Mayagüez, PR 00680
Tel. 265-6281